



JOINT FORCE HEADQUARTERS WISCONSIN

WISCONSIN NATIONAL GUARD

HUMAN RESOURCES OFFICE/J1

PO BOX 8111

MADISON, WI 53708-8111

Job Opportunity

Number 04-091

WISCONSIN ARMY NATIONAL GUARD

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE BY 4:00 p.m. ON THE CLOSING DATE

OPENING DATE: 24 June 2004	CLOSING DATE: 8 July 2004
POSITION: Force Integration Readiness Analyst, Position Description Control Number R8680000, GS-0301-11	LOCATION: The Adjutant General's Office, (DCSOPS) Madison, WI
SALARY RANGE: GS-11, \$23.45 to \$30.49 per hour	TYPE OF APPOINTMENT: Excepted

Also on our web site at: <http://dma.wi.gov/tech.asp>

This position is only open to on-board permanent technicians currently employed by the Wisconsin Army National Guard

REASSIGNMENTS, PROMOTIONS AND NEW APPOINTMENTS: The Federal Financial Management Act of 1994, SEC 402 ELECTRONIC PAYMENTS requires direct deposit to a financial institution for all Federal wage or salary payments that begin on or after 1 January 1995.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

*****INSTRUCTIONS FOR APPLYING - Please read this before you submit your application*****

Applicants will submit either a SF 171, OF 612 or Resume', which MUST include the following information:

(Incomplete applications will not be accepted)

- Job Opportunity Number
- Social Security Number, Country of membership
- Military affiliation (branch-current and previous, rank and experience or training related to the position apply for)
- Highest Federal Civilian grade held (include job series and date held).
- High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). If you believe your education will help you qualify for this vacancy, include a copy of your transcript(s).
- Work Experience: Be sure to list the positions or employment pertinent to the position for which you are applying. Show actual dates (Month and Year) for all work experience submitted. Applicants must explain in their own words for all work experience acquired (do not attach copies of Position Descriptions). DO NOT SUBMIT APPLICATIONS IN 3 RING BINDERS.
- Other qualifications: Job related training courses, job related skills, job related certificates and job related honors such as awards, special accomplishments, memberships in professional organizations, etc.
- If you list acronyms please explain in detail what they are.
- Applications must have an original signature and current date. Resumes must have a signed and dated cover sheet attached.
- Separate applications are required if applying for more than one Job Opportunity Announcement.
- Applicants should also submit DMA Form 181 or Standard Form 181.
- Applicants may submit DMA Form 20 and/or 21 to document military schools and address KSAs.

In order to be found qualified, applicants need to be able to show how they possess the general and specialized experience requirements. Failure to demonstrate these experience requirements may result in disqualification. MOS, Position Description, Job Title, grade and series WILL NOT qualify an applicant.

HELPFUL HINTS TO ACHIEVE THE MAXIMUM CONSIDERATION FOR A POSITION: 1. Qualification determination will be based only on experience and education applicable to the minimum qualifications requirements listed on the announcement. Only

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experience related to the job will be considered. **2.** Indicate all education related to the job. Place the number of hours or weeks for the military in-service courses, the number of clock hours, semester, or quarter hours for civilian education. College transcripts must be included to be given credit. **3.** Sufficient narrative description of specialized experience required by the announcement must be provided. Insufficient information may result in disqualification of your application. **4.** DD Form(s) 214 (if applicable) should be attached to the application. **5.** Veterans preference does not apply to positions in this agency.

Information should be sent to **The Adjutant General, Wisconsin, ATTN: WIJS-J1, Madison, WI 53708-8111; for registered or priority mail please send to the attention of the Technician Staffing Section at 2400 Wright St, Madison, WI 53704-2572.** All application material will become the property of the Human Resources Office and will not be returned or photo copied. Males born on or after 1 January 1960 must be registered with the Selective Service, otherwise they cannot be employed. *When circumstances may cause your application to arrive after the closing date you may fax or e-mail an exact and complete, signed copy of your application to the HRO. If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. Applications must be mailed at the applicant's own expense. Any questions may be directed to the Personnel Staffing Technician at (608) 242-3722 or DSN 724-3722, or FAX (608) 242-3726 or DSN 724-3726.*

MILITARY MEMBERSHIP REQUIREMENTS: This position can only be filled by an officer currently employed as a technician for the Wisconsin Army National Guard. **Military Grade:** Minimum grade is promotable Captain, maximum grade is Major. Compatibility is immaterial. The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment. Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules. Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT):

REQUIRED QUALIFICATIONS

Each application must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that provided the KSA. *Remember, only the experience and qualifications/education you show on your applications can be used to evaluate your qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired.* **General Experience:** Experience, education or training which provided a general knowledge of the principles of organization, management, and administration. **Specialized Experience:** Must have Thirty-six (36) months of specialized experience which has demonstrated the following knowledge, skills, abilities and personal characteristics:

- a. Knowledge of the principles and standard practices of management operations.
- b. Knowledge of the techniques of organization, direction, coordination and control.
- c. Ability to formulate and execute long range plans and programs.
- d. Skilled in oral and written communication.
- e. Ability to give specific guidance relative to a particular program

Substitution of Education for Specialized Experience: Completion of courses such as the Officer Advanced Course, Command and Staff College, Army War College, National Security, Management Course and other comparable level courses will be credited at the rate of 1 month of education for 2 months of specialized experience.

Evaluation Method: All applicants will be initially screened against the general qualifications as indicated above and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the Specialized Experience.

Brief Description of Duties and Responsibilities: Serves as an advisor on force readiness, force structure, force integration, and Status of Resources Training System (SORTS). Plans, organizes, coordinates, implements, evaluates and provides technical guidance to units and major commands in the state. Develops the state long range Force Integration Plan. Manages future force structure, identifies and works to resolve readiness inhibitors prior to implementation of new authorization documents. Analyzes new documents, coordinates with appropriate directorates and implements planned actions in terms of structure, personnel, equipment, resources, training plans and facilities. Attends force integration staff officer training. Coordinates the development and update of pre and post mobilization Table of Distribution and Allowances (TDAs).

Benefits Available: The following benefits are available under the Federal Civil Service System: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 15 days Military Leave.

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